

Substantial Involvement Terms and Conditions (Required)

1. **Monitoring Progress** – The EPA Project Officer will maintain substantial involvement in the conduct of this project, including collaborative efforts with the recipient's Project Manager in: (1) planning and monitoring project activities; and (2) evaluation and review of progress throughout the phases of the project. The recipient agrees to submit semi-annual (e.g. every six (6) months) performance reports to their assigned EPA Project Officer.
2. **Review and Comment** - The EPA Project Officer will have the opportunity to review and comment on tasks/deliverables and reports prepared under the cooperative agreement. However, the recipient will make the final decision on the content of these products. In addition, the EPA Project Officer may review any proposed procurements in accordance with the applicable regulations at 2 CFR Parts 200 and 1500.
3. **Key Personnel** - As provided in 2 CFR § 200.308, if there is a change in key personnel specified in the application or award document, or the recipient's project director is absent for more than three months or reduces time devoted to the project by 25 percent or more, the recipient must request prior written approval for those changes.

SNEP Grants Training (Required)

SNEP Grant recipients will be required to attend a webinar training session hosted by EPA New England within three months of the public announcement of these grants. At least one representative from the recipient organization must participate.

Reporting Terms and Conditions: Semi-annual Performance Reports (Required)

The recipient agrees to submit semi-annual (e.g. every six (6) months) performance reports to their assigned EPA Project Officer within thirty (30) days after each reporting period. The first reporting period is six months after the date of the award. Recipients are encouraged to use the SNEP Progress Report Template provided by the EPA Project Officer.

Performance Reports

These reports should cover all activities identified in the work plan. In addition, performance reports submitted under this agreement should include brief information on each of the following areas (in accordance with 2 CFR § 200.328, as applicable):

- 1) A comparison of actual accomplishments with the anticipated outputs/outcomes specified in the work plan for the performance period;
- 2) If applicable, problems encountered during the performance period which may interfere with meeting program/project objectives and reasons for any slippage.
- 3) Proposed remedies if problem(s) exist (s).
- 4) Objectives that were approved in the workplan and will not be carried out, including supporting documentation as to why it will not be completed)
- 5) Additional pertinent information if applicable, including analysis and information regarding cost overruns, high unit costs, or unanticipated economics

Reporting Requirements

The recipient must report on its subaward monitoring activities under 2 CFR 200.331(d). Examples of items that must be reported if the pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.
2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.
3. Environmental results the subrecipient achieved.
4. Summaries of audit findings and related pass-through entity management decisions.
5. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.331(e), 2 CFR 200.207 and the 2 CFR Part 200.338 Remedies for Noncompliance.

Sharing of Data and Results (*Required*)

Those applicants who collect data as part of their project, especially those who are required to develop a Quality Assurance Project Plan (QAPP), will be required to make data and results publicly available and readily transferable. Additionally, all applicants will be required to attend an in person workshop hosted by EPA Region 1 with other applicants to share results and lessons learned. This workshop will take place at the end of year 2.

Involvement in Southeast New England Program

All grantees will be expected to attend SNEP meetings at the subcommittee level. Subcommittee representation (i.e. Policy, Monitoring or Ecosystem subcommittees) will be up to the applicant and should be reflective of their project tasks. All grantees are required to attend the annual SNEP networking forum, the first of which will take place in the Fall of 2016.

Final Reports (*Required*)

In accordance with EPA regulations (2 CFR § 200.328), the recipient agrees to submit a final report to the EPA Project Officer within ninety (90) days after the expiration or termination of the approved project period. Information included in the final report shall include project highlights and results for use in public communication materials and **performance reports** information.

Project Highlights and Results

The final report should include a brief abstract describing the project, its results, and its measurable impacts over the project period, including development of tools and resources, data collected and how to access it, and any communication materials developed for the project.

Performance Reports

The final report should document project activities **over the entire project period** and should include information summarized from semi-annual reports.

Minimum Matching Share Requirement (*Required*)

The recipient must provide a minimum cost-share/match of 10% of the total project cost to satisfy the recipient required match under this program. The cost-sharing or matching regulations are available at 2 CFR §§ 200.29 and 200.306. EPA's financial obligations are limited to the federal amount as shown on Line 12 in its EPA approved budget on page 3 of the Award Agreement.

Voluntary Cost-Share or Overmatch *(Include if the recipient included an overmatch (non-federal cost-share/match greater than the required minimum 10% cost-share/match).)*

This award and the resulting federal funding is based on estimated costs requested in the recipient's final application. Included in these costs is a voluntary cost-share contribution by the recipient, which exceeds the minimum required cost-share/ match of 10%. The recipient must provide this voluntary cost-share contribution during the performance of this award unless the EPA agrees otherwise by modifying this agreement. While actual total costs may differ from the estimates in the recipient's application, EPA's participation shall not exceed the total amount of federal funds awarded. The cost-sharing or matching regulations are available at 2 CFR §§ 200.29 and 200.306.

If the recipient fails to provide the voluntary cost-share contribution during the period of award performance, and does not provide a satisfactory explanation, the Agency may consider this factor in evaluating future proposals from the recipient. In addition, if the voluntary cost-share contribution does not materialize during the period of award performance then EPA may reconsider the legitimacy of the award; if EPA determines that the recipient knowingly or recklessly provided inaccurate information regarding the voluntary cost-share the recipient described in its final application EPA may take action as authorized by 2 CFR § 200.338 and/or 2 CFR Part 180 as applicable.

Procurement Terms and Conditions *(Include if procurement actions are included in the application and budget.)*

The recipient agrees to conduct all procurement actions under this assistance agreement in accordance with the procurement standards set forth in 2 CFR §§ 200.317 through 200.326. EPA will not reimburse the Federal share of any procurement action found to be in noncompliance with the procurement standards.

Quality Assurance *(Include if Quality Assurance is implicated by the scope of the project.)*

In accordance with 2 CFR § 1500.11, the recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The Quality Assurance Project Plan (QAPP) is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA Project Officer at least 60 days prior to the initiation of data collection or data compilation. Prior to direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology, the QAPP must be completed and approved by the EPA Project Officer. When the recipient is delegating the responsibility for an environmental data collection or data compilation activity to another organization, the EPA Regional Quality Assurance Manager may allow the recipient to review and approve that organization's QAPP."

The recipient must ensure all water quality data generated in accordance with an EPA approved Quality Assurance Project Plan, either directly or by subaward, is transmitted into the Agency's Storage and Retrieval (STORET) Data Warehouse annually or by project completion using either WQX or WQXweb. Water quality data that are appropriate for STORET include physical, chemical, and biological sample results for water, sediment and fish tissue. The data include toxicity data, microbiological data, and the metrics and indices generated from biological and habitat data. The Water Quality Exchange (WQX) is the water data schema associated with the EPA, State and Tribal Exchange Network. Using the WQX schema partners map their database structure to the WQX/STORET structure. WQXweb is a web-based

tool to convert data into the STORET format for smaller data generators that are not direct partners on the Exchange Network. More information about WQX, WQXweb, and the STORET Warehouse, including tutorials, can be found at <http://www.epa.gov/storet/wqx/>

Geospatial Data Standard *(Include if geospatial data creation is included in the application and budget.)*

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov.